



TECHNOLOGY SERVICES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	TECHNOLOGY SERVICES, DEPARTMENT OF	RELEASE DATE:	Tuesday, July 10, 2007
POSITION TITLE:	Chief Information Officer (CIO) CEA 1	FINAL FILING DATE:	Monday, July 23, 2007 <i>or until filled</i>
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 5,970.00 - \$ 7,580.00 / Month	BULLETIN ID:	07102007_1

POSITION DESCRIPTION

The Chief Information Officer (CIO) under the broad direction of the Directorate of the Department of Technology Services (DTS) works directly with all levels of management within DTS. The CIO works independently with the control agencies of: Department of Personnel Administration (DPA), Department of Finance (DOF), and Department of General Services (DGS) having the authority to act and make commitments on behalf of the DTS Directorate, to achieve management objectives. The CIO of DTS provides a high-level administrative and policy influencing function as part of the DTS' Executive Team. Serves as the primary position for recommending all information technology related policies and procedures to the Directorate of DTS, its Executives, as well as the State CIO concerning departmental Information Technology (IT) support system and tool frameworks, standards, budgetary allocations and prioritization. Examples include desktop standards, financial systems, Human Resource systems, and Customer Relationship Management solutions. Effective and timely advice, based on experience and tested ability to influence the policymaking process, is critical to the successful use of information technology systems and tools supporting DTS service delivery and accomplishing the goal of annually reducing costs and improving the performance of those services.

As the CIO, the position must be knowledgeable about all aspects of the DTS' operations (administrative and technical) so as to provide insightful advice to management on how information technology systems and tools can support and enhance critical DTS' initiatives supporting customer directions and demands. The Directorate and other members of the Executive Team (all CEAs or exempts) rely heavily on the vision, recommendations and abilities of this position. This position recommends actions that are generally approved by the Directorate and the Executive Team without major change, particularly as it relates to sensitive issues involving state control agencies and their policies.

The CIO co-chairs the DTS' departmental IT Governance Committee, responsible for policy and investment recommendations and is comprised of the Executive Staff members of DTS (comprised

of CEA 2, CEA 3 and exempt positions). The DTS' departmental Governance Committee recommends and acts on all policy (administrative and technical) prioritization, resource management, budgetary and fiscal issues in regards to the operation of DTS and the services it supplies to its customer base, and is tasked with providing the vision, advice, development and implementation of all DTS' policies regarding the use of information technology.

This position provides vision, recommends policy setting strategies and directs efforts to continually ensure that all departmental systems and tools necessary to cost effectively support the delivery of DTS' services to its customer base are maintained, upgraded and evolve to meet the changing demographics of service demands and mix. Provides vision and advice with regards to the planning and legislative mandates pertaining to information systems and tools utilized by the DTS staff who are responsible for the delivery of DTS' services to its broad base (250+ departments and agencies) of customers. Provides vision and advice in the analysis of service delivery business processes, particularly in regards to the integration of information technologies into DTS operations, i.e. introduction of automated toolsets to store and monitor the configuration of servers housing critical customer applications allowing efficient and effective recovery in the case of failure.

Program Sensitivity and Managerial Influence:

The systems and tools provided by the CIO and the Departmental IT Services Division support and maintain highly-sensitive information, particularly as it pertains to risk management, personnel transactions, legal documents, budget transactions, staff personal files (email, word documents, other files), confidential program documents and DTS strategic/tactical planning information. The CIO is responsible for ensuring that all systems and tools used in the departmental operations of DTS are designed and deployed in a manner that ensures appropriate use and data confidentiality and integrity. This position is also responsible for the policies/standards regarding features, access to and monitoring of (in partnership with the DTS Security Division) these systems and tools to ensure that system integrity, security and confidentiality is not compromised.

The CIO is responsible for ensuring that DTS departmental systems and tools are in adherence with all administrative policies pertaining to the use and management of information technology as promulgated by the Legislature, the Governor's Office, the control agencies, the federal government and the State CIO. Activities include ensuring that appropriate procedures are followed in pursuing the procurement of highly technical and complex computer systems and tools, and the preparation and submission of Feasibility Study Reports, Operational Recovery Plans, information technology strategic/tactical plans, as well as in the preparation of any budget approval documents associated with those efforts in collaboration with other DTS entities (including Fiscal, Project Management Office, Operations, Policy/Planning and Engineering).

The CIO is responsible for the creation, maintenance and management of a portfolio of all departmental applications and toolsets. The CIO will utilize this information to be able to provide factual information to the Directorate to aid in departmental investment and governance issues and directions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

The following experience factors will be considered in competitively evaluating each candidate: Experience analyzing, evaluating and performing risk analysis on complex project management practices. Experience formulating and implementing performance measure policies for an organization's operations.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:

The applications and Statement of Qualifications will be reviewed by a rating panel. The DTS will establish job-related evaluation criteria and will review applications and "Statement of Qualifications" after the final filing date. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews will be conducted with the most qualified applicants. All applicants receiving an interview will be notified of their score.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than one page in length.
- Resumes do not take the place of the Statement of Qualifications.
- The "Statement of Qualifications" must include a brief description of one or two key accomplishments in the past 36 months.

Applications must be submitted by the final filing date to:

TECHNOLOGY SERVICES, DEPARTMENT OF, Human Resources Branch
PO Box 1810, Rancho Cordova, CA 95741
Tammy Ervin | (916) 464-0315 | Tammy.Ervin@dts.ca.gov

ADDITIONAL INFORMATION

PLEASE VIEW THE OFFICIAL DTS CEA EXAM BULLETIN AT:
<http://www.dts.ca.gov/about/jobs/jobs.asp>

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The TECHNOLOGY SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>